

**DEVELOPMENT REVIEW COMMITTEE  
MEETING MINUTES  
AUGUST 18, 2004**

Attachment # 4  
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DRC Members present: David McDevitt, Development Services Director  
Tony Park, Public Works Director  
Wayne Tedder, TLCPD Director

Meeting called to order by David McDevitt at 10:00am.

**St. Francis of Assissi Church Fellowship Hall Addition-Type C Site and Development Plan:**

Weldon Richardson gave a summary of the proposed project. The proposal is for a 4,060 square feet fellowship hall addition to the existing 7,824 square feet religious facility. It is located at 3413 Old Bainbridge Road on 6.57 acres. Electricity, water and sewer will be provided by the City of Tallahassee. The existing driveway for the church is located on Ashby Hill Road, therefore the only disturbance to Old Bainbridge Road, a designated canopy road, will be for a 20-foot utility easement for sanitary sewer as required by the City of Tallahassee. The Canopy Roads Committee recommended approval for this easement on May 17, 2004.

Staff recommends that approval be granted by the Board of County Commissioners (BOCC) with the following conditions:

1. Modify the Sheets 2, 3, and 4 of the site plan to include the setbacks from the existing buildings to the relocated portable building;
2. Modify the Sheets on 2, 3, and 4 of the site plan to include the statement, "Any proposed outside lighting for the building or parking must be directed away from the residential property and on-coming traffic from the adjacent roads."
3. Modify the Sheets 2, 3, and 4 of the site plan to include parking for five (5) bicycles;
4. Correct the spelling of "width" on Sheets 2, 3, and 4 to read, "20' increase in width of the canopy road protection zone to compensate for the sewer line encroachment."
5. Provide the "utility (sewer) easement document" to Grady Underwood, Environmental Review Specialist. This easement must be accepted by the Board of County Commissioners prior to the issuance of any permits.
6. Modify the note on Sheet 3 of the site and development plan to read, "A permit to abandon the septic system is required by the Leon County Public Health Unit."
7. Revise the site and development plan to include the following annotation: "A hog-wire fence with steel posts shall be installed along the entire back edge of the Canopy Road Protection Zone starting at Ashby Hill Road and ending at Swatts Road. The fence is to keep vehicles, construction equipment, construction materials, port-a-johns, etc. out of the Canopy Road Protection Zone. Any silt fence needed along the Canopy Road Protection Zone shall not be trenched in. Silt fence may be attached to the hog-wire fence and anchored along the bottom with staked-in hay bales. No new utilities shall be installed through the Canopy Road Protection Zone; new utilities should come into the site from the adjoining streets, i.e., Ashby Hill Road and Swatts Road."

Since the conditions noted above are all revisions to the site plan, Tony Park made a motion to recommend approval of the St. Francis of Assissi Church Fellowship Hall Addition Type "C" Site and Development Plan to the BOCC at the September 21, 2004 meeting, contingent upon the revised site and development plan being received by Growth and Environmental Management by September 1, 2004. Wayne Tedder seconded the motion. All were in favor and motion passed.

**Centerville Farms, a Conservation Subdivision Planned Unit Development:**

Bill McCord gave a summary of the project. The proposal is for the rezoning of 374 +/- acres now zoned Urban Fringe and 592 +/- acres now zoned Rural, for a total acreage of 966+ to a Planned Unit Development (PUD) with a conceptual site and development plan. The 966+ acre site is now comprised of nine separate parcels. If the rezoning is approved, the applicant proposes to develop a 200 lot single family "conservation subdivision" on no more than 50% of the project site and retain open space and natural areas over the remaining portion of the property. Two private street access points to/from Centerville Road and one street access to/from Pisgah Church Road, an unpaved road, now exist as improved driveways. All residential lots will abut open spaces. Electricity and central water will be provided by Talquin Electric Cooperative. On-site septic tank systems will be utilized for each parcel and require approval by the Leon County Health Department. This site and development plan will contain private facilities including common areas, storm water retention systems and streets within the subdivision.

Two deviations are requested for the PUD. They are 1) to allow dwelling unit clusters of more than the ten maximum units per cluster, and 2) to allow clusters to be separated by an area of less than the 400' required open space due to the outstanding environmental features on the property.

Tony Park requested that a detailed traffic report be done to show the impact of this proposed development on Pisgah Church Road. These findings may indicate safety issues that would necessitate, within compliance of the Centerville Rural Community Alliance (CeRCA) agreement, paving of Pisgah Church Road.

After discussion of the proposed rezoning, Wayne Tedder made a motion to recommend approval of the Centerville Farms PUD to the Planning Commission at the September 7, 2004 meeting with the following conditions:

1. The applicant is granted approval for deviations from Article XI, Section 10-1429(h) and (i) based on the findings identified above;
2. Upon submittal of a final development plan, the site shall be reviewed for compliance with the design standards of Article XI, Division 5;
3. Upon submittal of a final development plan, a review of the Environmental Impact Assessment (EIA) report shall be required, and depending upon specific proposed designs and locations of proposed improvements identified in the final development plan, a revised EIA may be required;
4. The applicant shall be permitted two roadway connections to Centerville Road, a canopy road, as depicted on the plans and as described in the plan narrative. Such street connections shall be considered consistent with the Comprehensive Plan and land development regulations, and a pedestrian easement shall be required across portions of the canopy road to provide a continuous access to the 20 feet wide pedestrian access easement that is parallel to the pedestrian easement adjacent to the canopy roads protection zone;
5. The Leon County BOCC establishes the R-1 zoning and development standards as described in Chapter 10, Article X, Division 9, Section 10-1214 to apply to each residential (SR) lot with the exception that the minimum lot size shall be no less than one acre, excluding right-of-way or roadway easement, and the maximum lot size shall be three acres, excluding right-of-way or roadway easement.

6. Final development plans for one or more phases of this PUD shall be reviewed as a Type "B" review per Chapter 10, Article XI, Division 4, Section 10-1479, Leon County Land Development Code.
7. The "Detailed PUD Conceptual Plan" shall be revised to clearly distinguish the Canopy Road Protection Zone along Centerville Road, north of the northern-most driveway on that street.
8. The applicant shall provide the Canopy Roads Citizens' Committee with revised information about the proposed development's potential impact upon canopy road protection zone resources in response to the Committee's previous tentative recommendation supporting the application.
9. The "Detailed PUD Conceptual Plan" shall be revised to state the following:

"A bona fide qualified management entity for the 487.85 acres set aside in perpetuity as open space in the proposed "OS-1 zoning district" on the "Detailed PUD Conceptual Plan" shall be established prior to final plan approval for any portion of the property included within this Planned Unit Development."
10. Section 3. J of the Concept Plan narrative shall be revised consistent with the following: If County staff has verified that there are presently no *conservation* or *preservation areas* (as defined in either the *Comprehensive Plan* or *Land Development Code*) within the area proposed to be included in the OS-2 district, then this sentence should be reworded as follows:

"No conservation or preservation areas, required by the *Leon County Land Development Code* to be placed in a conservation easement, are present within the OS-2 district."

If County staff cannot verify that the area proposed to be included in the OS-2 district is devoid of *conservation* or *preservation areas*, then the applicant shall not bar the protection of these areas by precluding their inclusion in a conservation easement inuring to Leon County.
11. Section 3. B of the Concept Plan narrative shall be revised to include the following:

"If the DGEM determines that a reduction in the non-environmentally sensitive OS-2 district by not more than 32.26 acres is not a substantial decrease in the acreage devoted to common open space, then this proposed provision may be reworded accordingly."
12. Section 3.R.2 of the Concept Plan shall be revised consistent with condition of approval #11, above.
13. The Concept Plan should be revised to reword Section 3.J. of the Concept Plan narrative to preclude "Commercial Recreational Facilities" as defined in the *Tallahassee-Leon County Comprehensive Plan* glossary within the OS-2 district to assist in limiting land use for purposes of facilitating land use compatibility with nearby low density residential use.
14. Verification of consistency with the Greenway Master Plan.

15. Notation on Exhibit 3.B to refer to the approved Natural Features Inventory (NFI) and for the BOCC to incorporate the approved NFI into the approved Concept Plan by reference.
16. Revise Concept Plan to ensure adequate school bus access, preferably on the loop at the entrance off of Centerville Road.
17. Recommend that the BOCC investigate the traffic impacts upon Pisgah Church Road, and the safety implications that may necessitate paving a portion or all of Pisgah Church Road.
18. Exhibit A.9 should be revised prior to the Board public hearing for this project. In the legend, the acres indicated for "Miscellaneous Areas Preserved" must be changed to 207.45 acres to clarify that this represents a total of all the five subcategories listed under the Miscellaneous Areas Preserved heading. The acres indicated for "Other Uplands" must be changed to 177.63 acres to arrive at the correct total for the Miscellaneous Areas Preserved category (i.e.  $3.89 + 16.90 + 1.92 + 7.11 + 177.63 = 207.45$  total). In addition, Exhibit A.9 should be revised to show a small missing wetland and two missing watercourses in the far east portion of the site, to correctly show the wetland limits surrounding the southern waterbody, to color the three eastern waterbodies as dark blue (they are natural waterbodies), and to show the 20' pedestrian trail easement.
19. A complete and detailed EIA must be submitted as part of the final Site and Development Plan review process. Unlike typical EIAs, the applicant's EIA will need to be submitted in two parts. The first part must provide updated and revised information documenting existing site conditions (essentially updating the two NFIs previously approved for the property). This part must be approved by Environmental Review staff prior to submitting the second part and prior to submitting for the required Technical Review meeting. This approach will help avoid complex revisions to the impact analysis (i.e. proposed post-development conditions). This second part must be submitted no later than the date the applicant submits for the Technical Review meeting, although it would be better if the applicant submitted well in advance of this meeting.
20. The existing conditions portion (Part 1) of the EIA application will primarily serve to update and modify existing conditions information provided in the two previously approved NFIs covering the subject property (LEA 02-0023 and the 6/18/04 amendment to LEO 99-0053). This part will need to include, but will not necessarily be limited to, the following:
  - Provide a site-specific topographic survey of the subject property sufficient to allow proper engineering design of the development. It is recognized that detailed topographic information may not be necessary in certain areas of the project slated for preservation. In addition, provide an updated topographic contour map based on this survey.
  - Provide a revised mapping of areas of significant grades, severe grades, and 100-year floodplain limits based upon the site-specific topographic survey (since the limits of such areas shown on the NFI maps are based on estimated topography).
  - Provide a revised floodplain analysis for the small on-site floodplain adjacent to Pisgah Church Road if modifications are proposed to the existing 24" CMP under the roadway at the southern end of this floodplain. Provide revised mapping of this floodplain based on the new analysis (if required).

- Provide a survey of protected trees whose critical protection zones (or any portion thereof) fall within the limits of proposed development (i.e. within limits of construction, including clearing and grading). In addition, identify any of these trees that classify as patriarch trees (with a supporting patriarch tree assessment).
  - Provide a survey of the limits of wetlands, waterbodies, watercourses (top-of-bank), and tributaries (top-of-bank) identified in the approved NFIs and provide revised mapping of these features based on the survey. The limits of such features must be delineated (flagged) by a qualified environmental professional. All limits of such features located within approximately 200 feet of proposed development limits (including clearing limits) and within approximately 50 feet of proposed conservation easement limits must be accurately located using standard survey methods. The applicant will need to meet with staff to determine the required intensity of the GPS location efforts.
  - Provide a revised, updated, and unified map of existing vegetation associations and land forms (i.e. a FLUCCS map) of the entire subject property and a description of the FLUCCS map units. This map must employ identical codes for vegetation associations having similar characteristics. It must be based on revised mapping of wetlands, watercourses, waterbodies, and tributaries.
  - Conduct a new survey for gopher tortoises and their burrows along with re-classification of the gopher tortoise burrows encountered during the new survey (as regards their status as active, inactive, or abandoned). The new survey must also include surveying for Florida pine snakes. The new (updated) survey must be performed by a qualified environmental professional. This survey must provide at least 90% visual coverage of the gopher tortoise habitats previously identified in the project's two NFIs together with "buffer" areas surrounding these habitats. The buffer shall extend at least 50 feet beyond the previously identified habitat limits, unless otherwise approved by staff. Provide documentation of the new survey and its results.
  - Provide a revised mapping of habitats utilized by gopher tortoises and Florida pine snakes based on the new gopher tortoise/pine snake survey and the revised FLUCCS mapping, along with a narrative describing these habitats, their quality (suitability as habitat), and their acreages.
  - Provide a revised mapping of habitats actually or potentially utilized by Sherman's fox squirrels based on the revised FLUCCS mapping, along with a narrative describing these habitats, their quality (suitability as habitat), and their acreages.
21. In addition to information typically required in an EIA, the impact analysis (Part 2) of the EIA application will need to include the following:
- The project's stormwater management system must employ a 2-year restricted discharge design in addition to meeting all other applicable EMA stormwater requirements.
  - Provide a detailed and complete assessment of the project's direct and potential secondary impacts to identified conservation area features and preservation area features, especially as concerns listed wildlife species and their habitats. The applicant must first meet with staff to discuss the requirements of this analysis prior to submitting Part 2 of the EIA.

- Provide separate plans for the protection of gopher tortoises, fox squirrels, and Florida pine snakes during project construction. In the case of gopher tortoises that cannot be relocated into the proposed gopher tortoise preserve prior to construction, the protection plan must specify that no development will be allowed within 25 feet of a gopher tortoise burrow classifying as active or inactive unless the applicant can prove the burrow is not occupied by a gopher tortoise or other listed animal species.
  - Provide a plan for relocation of gopher tortoises into the proposed gopher tortoise preserve. This plan must stipulate that all gopher tortoises inhabiting burrows situated outside the boundaries of gopher tortoise preserve, as currently proposed, will be relocated into the preserve or the preserve boundaries will be adjusted to encompass the occupied burrows. All inhabited gopher tortoise burrows must be protected within the gopher tortoise preserve; otherwise, the gopher tortoise must be relocated into the preserve.
  - Provide separate, detailed plans for the initial enhancement and long-term management of habitats preserved for gopher tortoises, fox squirrels, and for pine snakes. Preserved habitats will include: those suitable habitats protected by conservation easement in the OS-1 District (for gopher tortoises, this will only be the gopher tortoise preserve itself); in the case of fox squirrels and pine snakes, these will also include other preserved suitable habitats in the OS-1 District, and preserved suitable habitats in portions of the OS-2 District that will not be impacted by development.
  - Provide a plan for the long-term protection of listed wildlife species following completion of project construction. In addition to other factors, this plan will need to address appropriate covenants and restrictions established for the Homeowner's Association (HOA).
  - Provide draft HOA documents.
  - Provide a detailed management plan for other natural areas (wetlands, watercourses, miscellaneous uplands, etc.) to be preserved in the OS-1 District. Components of this plan may overlap with plans for managing preserved fox squirrel and pine snake habitats.
22. A recommended preferred design alternative to incorporate sidewalks along the internal roadways within the development.
23. The utility easement to Bandit's Run should be shown as a joint utility/pedestrian access easement.

Tony Park seconded the motion. All were in favor and motion passed.

Meeting adjourned at 11:30am.